

## Yellow Ribbon Employment Program



## NORTH CAROLINA ARMY NATIONAL GUARD YELLOW RIBBON PROGRAM

### Conditional Release Procedures

**Once a Service Member seeking conditional release contacts the Yellow Ribbon Employment Personnel, the following process is completed:**

**Step 1:** Make initial contact by phone, email or in person to gather more information about their situation. Service Member must provide the following information by completing the Conditional Release Form located on the Employment page of the NCNG public website. <http://www.nc.ngb.army.mil/Careers/Pages/ER.aspx>

- Current Unit
- Reason for Conditional Release request
- Current Residence
- Means of Contact including Phone and Email

If the Service Member does not currently have employment or an employment opportunity they will complete the following steps:

**Step 2:** Have the person register on the following website: [www.casy-msccn.org](http://www.casy-msccn.org)

**Step 3:** Service Member needs to complete a Resume and send it to the Employment Program.

**Step 4:** Once the Resume is received then we will forward it to SHRM or CASY so that their experts can review it. SHRM/ CASY will contact the person directly and once the final product is completed, it is forwarded back to the Service Member.

**Step 5:** The person is then directed to go onto the H2H site register, and search for a job. Once they find the job they will fill out the job application and submit their resume with the application. Process may take up to 30 to 60 days.

It is the policy of the Yellow Ribbon Employment program to assist Service Members in obtaining gainful employment. The above steps are to be completed by the Service Member before the Employment Program can sign off on the Employment release.

The Yellow Ribbon Employment Section does not make any decision on the Conditional Release determination. That decision is made by the G1. Service Members must complete the steps listed. Once the Service Member has completed the process the Employment Section will sign off on the Employment release and forward to G1 for review.

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